

**HOUSING PRESERVATION GRANT (HPG) PROGRAM
PREAPPLICATION CHECKLIST
(MN Guide 9-2004)**

Applicant: _____

Project: _____

Refer to RD Instruction 1944-N, 1944.676 for a more complete description of items required when filing a pre-application.

Item No. *	Document Description	Form No.	Responsible Party	Date and Initial when Received
1	Application for Federal Assistance	SF 424	Applicant	
2	DUNS Number		Applicant	
3	Statement of Activities		Applicant	
3 (a)	Type of/Conditions for			
3 (b)	Recipient Selection/Performance/ Inspections			
3 (c)	Environmental Impacts	Exh. F-2		
3 (d)	Development Standards			
3 (e)	Time Schedule			
3 (f)	Staffing Requirements			
3 (g)	Number of Recipients			
3 (h)	Service Area			
3 (I)	Estimated Annual Budget			
3 (j)	Accounting System			
3 (k)	Evaluation Program/Reports			
3 (l)	Other Funds (Source/Amount)			
3(m)	Use of Program Income			
3 (n)	Disposition of Security Instruments			
3 (o)	Other Information			
3 (p)	Outreach Efforts			
4	Applicant's Experience/Capacity		Applicant	
5	Evidence of Legal Existence/ Attorney's Letter of Opinion		Applicant/Attorney	
6	Financial Statements		Applicant	
7	Affirmative Fair Housing Marketing Plan	HUD 935.2	Applicant	
8	Narrative Statement about Service Area/		Applicant	

	Need/Method of Evaluation			
9	Component for Alleviating Overcrowding		Applicant	
10	Applicant's Other Activities/Other Funding		Applicant	
11	Request for Environmental Information	1940-20	Applicant	
12	Environmental Program Consultations		State/Local/ Clearinghouse	
13	Coordinating Other Assistance		Public/Private Organizations	
14	Historic Preservation Program		Applicant/SHPO	
15	Consultation with Local Government		Applicant/ Government Leaders	
16	Public Notice/Comments Affidavit of Publication		Applicant/ Newspaper	
17	USDA Survey on Ensuring Equal Opportunity for Applicants		Applicant	
18	Equal Opportunity Agreement	400-1	Applicant	
19	Assurance Agreement	400-4	Applicant	
20	Certification Regarding Debarment, Suspension, and Other Responsibility Matters	AD-1047	Applicant	
21	Certification Regarding Drug-Free Workplace Requirements (Grants)	AD-1049	Applicant	

*** Provide Tabbed Index**

Include this Checklist as the top item when submitting your HPG Pre-application